

RESIDENTIAL AND COMMERCIAL
PROCEDURES
FOR BUILDING PROJECTS



IN THE
**City of
Willoughby
Hills**

City of Willoughby Hills

Residential and Commercial Procedures For Building Projects Credits:

updated November, 2008

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Districts:

R-1	Traditional Single Family
R-2	Attached Single Family/Townhouse
SCRD	Senior Citizen Residential District
M	Multi-Family
M-1	High-rise Apartments
B-1	Limited Commercial
B-2	Commercial Campus/Mixed-Use
B-3	High Density Mixed-use Commercial
E	Research and Office
I	Industrial

WELCOME

The Building Department, Planning and Zoning Commission and Architectural Board of Review, serving the City of Willoughby Hills, have compiled this Procedures Booklet for the use of present and future property owners of this City. It is our wish that your new construction, redevelopment, or remodeling project can be orderly and organized from your initial contact with City officials to the day you complete your project.

The purpose of this booklet is to help you understand the procedural process, identify your project type and define the types and quantities of drawings required to be submitted. In order to obtain a building permit or zoning certificate in the City of Willoughby Hills, your plans must be submitted to the Building Department, the Planning and Zoning Commission and Architectural Board of Review.

This booklet is intended only for general guidelines and basic requirements. Please consult with the current City Zoning Code and Building Codes that are applicable to your project. These codes are available in the Building Department and on the City website: www.willoughbyhills-oh.gov

The following information sheets are available in the Building Department as a supplement to this Procedures Booklet:

- The current Edition of the Residential Code of Ohio for 1, 2 and 3 Family Dwellings
- City Zoning Codes
- Swimming Pool and Hot Tub Requirements
- Storage Shed Guidelines - less than 180 square feet

After the Willoughby Hills process is complete, you must contact Lake County for their requirements and process.

FEES AND DEPOSITS

A project deposit is required to cover all fees invoiced for professional services deemed necessary by the City.

- If an account has a remaining balance once all invoices are paid, the Applicant will then have the balance of the deposit returned to them, less a \$30 bookkeeping fee.
- If the initial engineering fee deposit is insufficient to cover invoiced charges, a request for additional funds to cover charges, additional deposit and future invoices, will be sent to the Applicant.

SIX MONTH PERIOD OF INACTIVITY

The Building Department will discard files where there has not been activity to acquire a permit within a six month time period. After this time, applicants wishing to pursue activity by permit *must begin the application process again*, including all applicable fees.

This booklet addresses projects in all Districts. Some of the information pertains to both types of projects. Planning Commission and Architectural Board of Review approvals are valid for six months. Permits must be obtained within that period.

The Planning and Zoning Commission and Architectural Board of Review meet the first and third Thursdays of each month (except for holidays) at 7:00 pm in Council Chambers of City Hall.



PROJECT TYPES

RESIDENTIAL SINGLE FAMILY HOUSE (R-1)

If your project is similar to any of the descriptions below, you will have to prepare documents in the appropriate forms and quantities as described on the following pages.

- ☐ **New construction**
- ☐ **Residential additions** - this would include any projects which would substantially change the exterior appearance of the existing structure of the house such as:
 - Attached garages
 - Decks
 - Sunrooms, screened porches, and 3-season rooms
 - Greenhouses
 - Additional primary living space that would typically include family rooms, bedrooms, etc.
- ☐ **Residential renovations** - Any interior project which would change the exterior appearance of the home due to the addition of a fireplace, windows, dormers, doors, etc. This would not include the installation of replacement windows into existing window openings providing they are approximately the same size and style of the window units they are replacing.
- ☐ **Detached garages and accessory buildings** 180 square feet and over
- ☐ **Pools** - this includes all in-ground pools and above-ground pools over 24" deep



Sample Timeline:

- Meeting with Building Commissioner
 - Site Plan and Architectural Drawings reviewed and approved by Building Dept. and City Engineer
 - Approval by Architectural Board of Review
 - Permits issued

PROCEDURAL PROCESS

RESIDENTIAL R-1

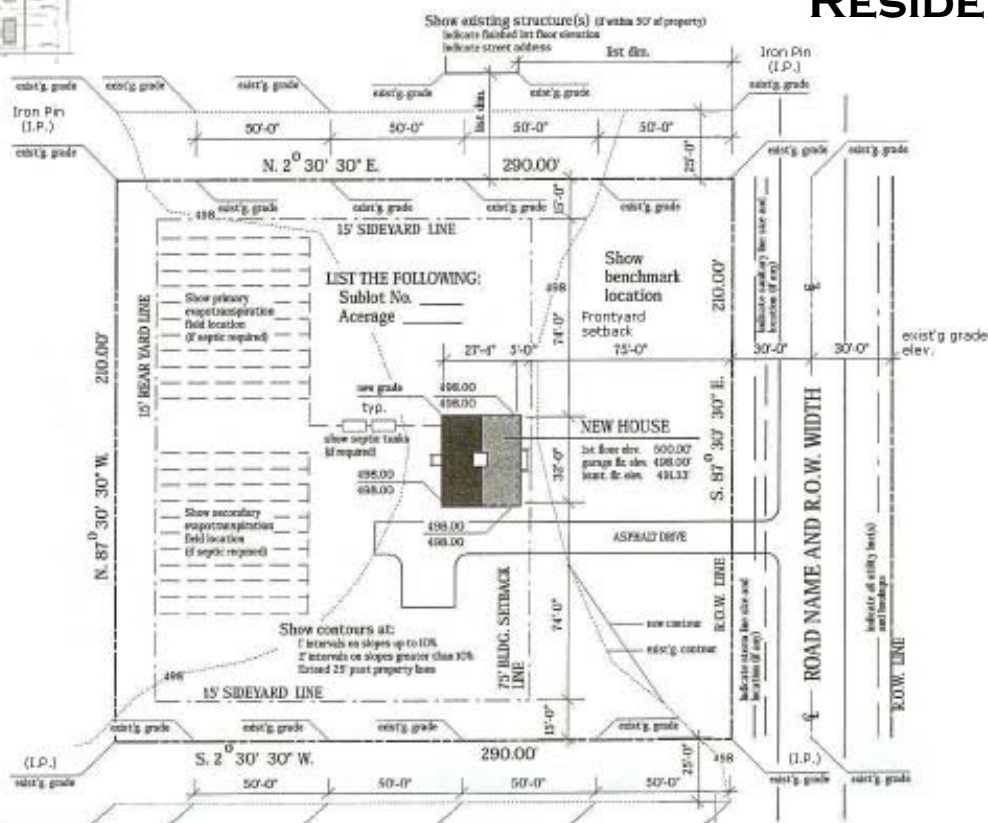


- ☐ A pre-application meeting with the Building Commissioner is required.
- ☐ **Submit four sets of construction drawings and four sets of site plans to the Building Department along with the completed application for Architectural Board of Review and make the required deposit or fee payment. Please plan to make your project submission at least four weeks before your desired meeting date with the Architectural Board of Review.**
- ☐ Approval is required from Lake County Utilities Dept. for potable water service
- ☐ New Homes-SWP3 (Stormwater Pollution Prevention Plan) approval from the Lake County Soils and Water Conservation District is required.
- ☐ If the new home is serviced by a septic system, the site plan must be reviewed and stamped approved by the Lake County General Health District.
- ☐ Where sanitary sewer service is available, a connection permit and fee are required.
- ☐ After the plan reviews, you will be notified if your plans are approved or if revisions are required.
 1. If your plans require revisions, you will be advised to pick up your plans, revise them and resubmit them to the Building Department where the review process will be restarted.
 2. If your plans do not meet the Zoning Code, you will be instructed to revise your plans to meet the Zoning Code, or appeal to the Board of Building and Zoning Appeals (BZA).
- ☐ If your plans are approved, you will be advised to pick up one set of stamped, approved plans. Please duplicate and return the original and 7 copies to the Building Department by 3 pm on the Friday before your scheduled meeting date.
 1. The Building Department will notify you of your meeting date with the Architectural Board of Review (ABR.) **A project representative must be present at the meeting.**
 2. Remember to bring your **required photographs and appropriate building material samples or brochures.**
 - a. Building Materials-shingles, siding, trim color, window style, brick or stone, etc.
 - b. Photographs-4 photographs of the existing structure from different angles
- ☐ **The Architectural Board of Review will take one of the following actions:**
 1. Approve application either as submitted, or with additional comments;
 2. Disapprove the application, or
 3. Postpone the application for non-representation or architectural issues, such as:
 - Aesthetics
 - Conflicting information depicted in documents
 - Lack of uniformity of appearance between existing and new structures in the case of additional renovation projects (either new addition, matching existing structure or existing structure, matching new addition)
- ☐ **If the Architectural Board of Review approves your project, you are eligible to apply for a Building Permit or Zoning Certificate.** The Building Department hours are Monday-Friday, from 8:00 am to 4:00 pm.
- ☐ If the Architectural Board of Review postpones the application, make the requested revisions and resubmit the plans to the Building Department.
- ☐ Architectural Board of Review approval is valid for six months. Permits must be obtained within that period, or project approval is voided.

The next four pages are samples of drawing requirements for Residential, R-1.

SITE PLAN REQUIREMENTS

RESIDENTIAL R-1



SITE PLAN

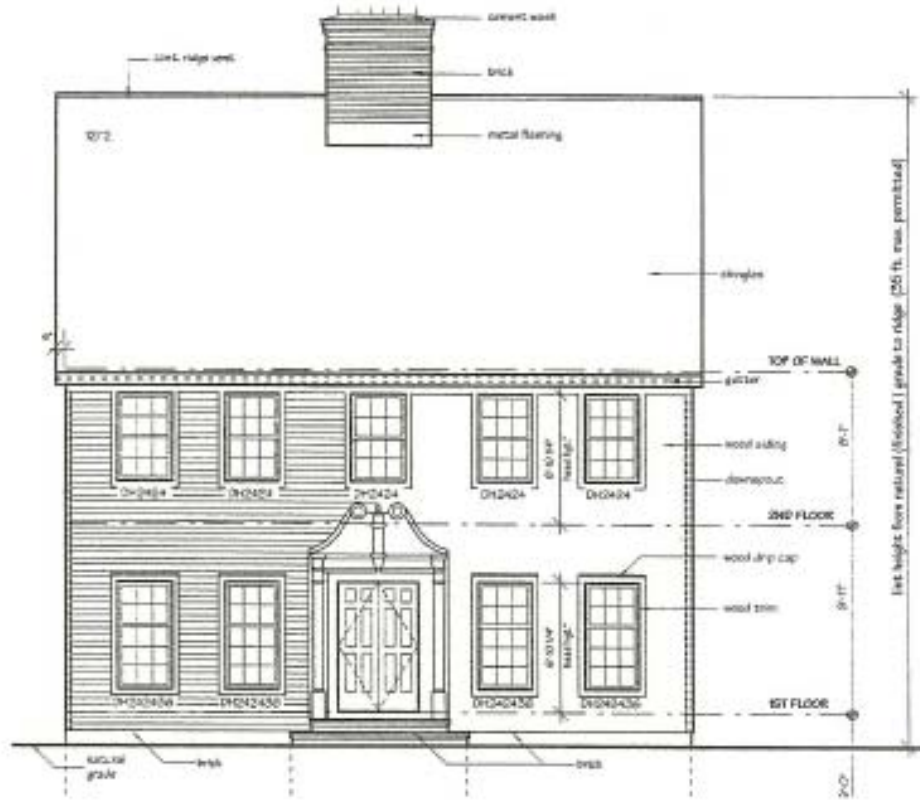
- ☐ Name and address of project on each page and all copies
- ☐ Scale of drawing (1"=50' minimum)
- ☐ Date indicating when drawing was prepared
- ☐ Name of person responsible for preparing document: registered engineer or surveyor with appropriate registration number and seal indicated
- ☐ North arrow
- ☐ Location of adjoining streets: List name and road right-of-way width as well as distance to nearest street intersection
- ☐ Location of proposed structure from property lines
- ☐ List and indicate front, rear and side yard lines
- ☐ Indicate property lines, bearing and distance of each line
- ☐ Located existing structures on adjoining property within 50' of property line; Indicate front, rear and side wall nearest to proposed project as well as indicated finish 1st floor elevation and existing grades
- ☐ Indicate existing or new driveway with surface material description
- ☐ Indicate new or proposed decks, patios, fences, pools, accessory building or any built structure
- ☐ Indicate location of all utility services
- ☐ A final as-built site plan is required.

Note: The City considers any eave (gutter) and rake (gable end) projections, as well as decks and chimneys to be part of the building structure and are not to encroach beyond any of the designated setback areas. If any portion of the structure, including the eave (gutter) and rake (gable end) overhangs, decks, chimneys, porches, etc., encroaches beyond the designated setback area, it must be remedied or an application for a variance request must be submitted to the Board of Building and Zoning Appeals for further action. Request guidelines from the Building Department.

City of Willoughby Hills
Building Department 1107

ELEVATIONS EXTERIOR

RESIDENTIAL R-1



DRAWING REQUIREMENTS

EXTERIOR BUILDING ELEVATION(S) to show the following information:

- ☐ Name and address of project on each page and all copies
- ☐ Scale of drawing (1/4"=1'-0") minimum
- ☐ Date indicating when drawing was prepared
- ☐ Name of person responsible for preparing document
- ☐ Show all views of exterior of proposed building and/or addition in two dimensional form, indicating north, east, south and west views (indicating all views affected by any addition or renovation project)
- ☐ Indicate the type of finish materials visible on each elevation
- ☐ Indicate roof slopes of all roofs
- ☐ Indicate and label all window type(s) with designation
- ☐ Indicate window head heights either in note form or with a dimension on the elevations
- ☐ Indicate with a dimension all roof overhangs at eave (gutter) and rake (gable end) that differ from those indicated in the wall section(s)
- ☐ Show footing depths below the finished grade
- ☐ Ridge vents should extend the full length of the ridge

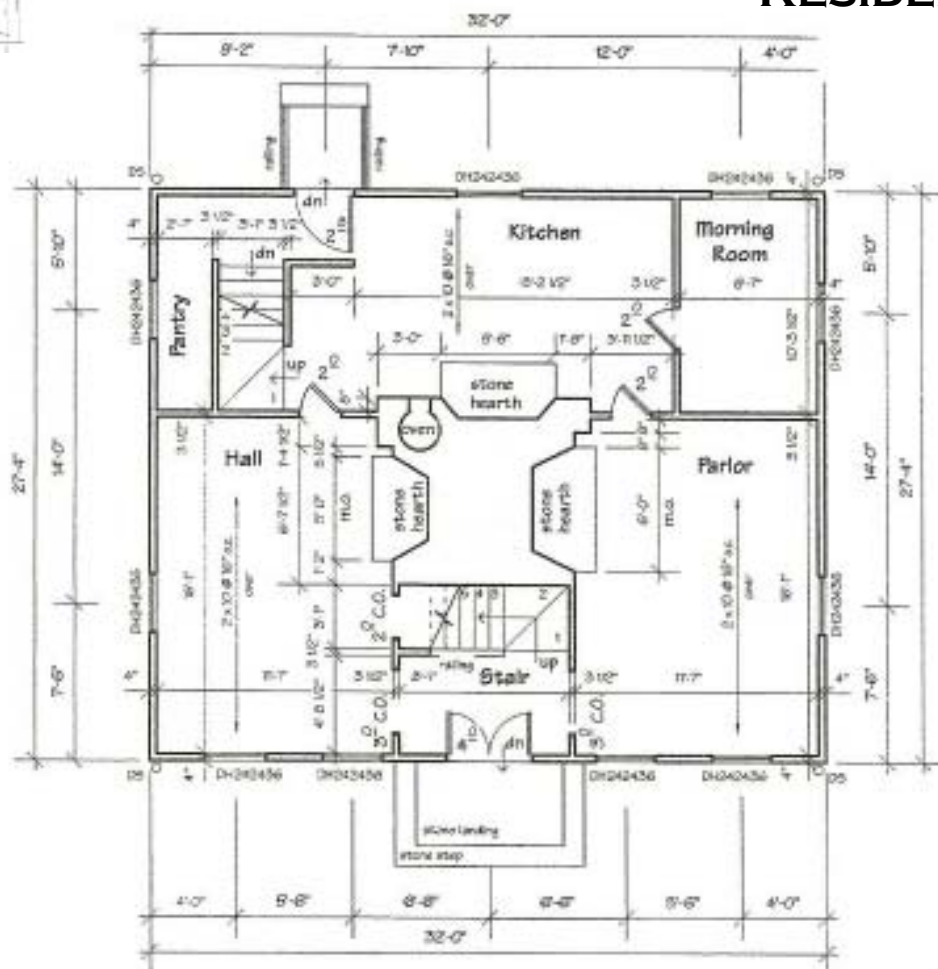
Note: The City of Willoughby Hills requires that brick or stone be used on all exposed foundation wall surfaces above grade (entire perimeter of building). Exceptions to this would include renovation/addition projects which abut existing concrete masonry units or other type of finish material. In this case, the new material should match the existing material for a more uniform appearance of the whole building when the project is completed.



FLOOR PLANS

RESIDENTIAL R-1

RESIDENTIAL



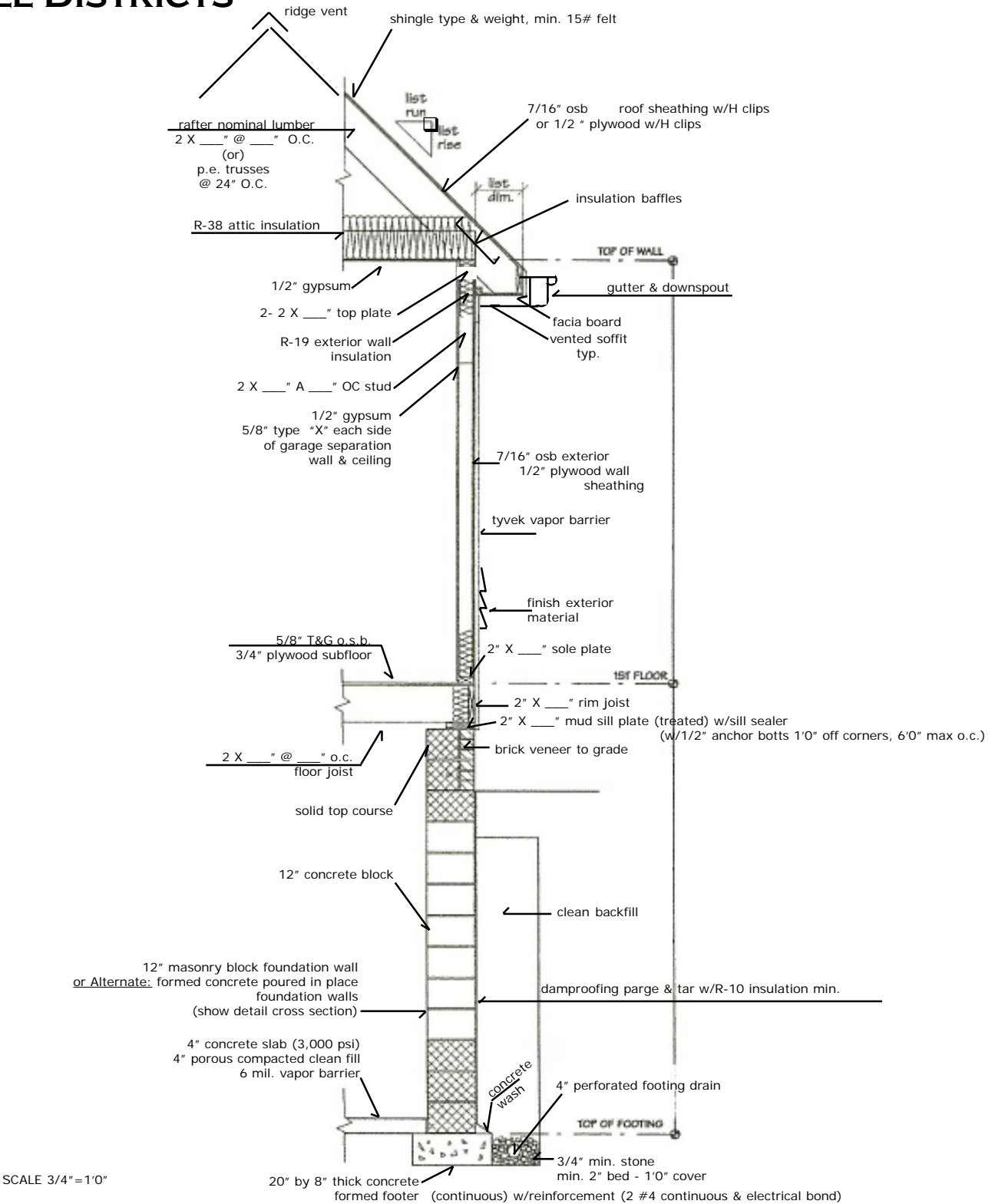
DRAWING REQUIREMENTS

FLOOR PLAN(S) to show the following information:

- ☐ Name and address of project on each page and all copies
- ☐ Scale of drawing (1/4"=1'=0") minimum
- ☐ Date indicating when drawing was prepared
- ☐ Name of person responsible for preparing document
- ☐ North arrow
- ☐ General layout of the plan(s): Foundation, 1st, 2nd and/or 3rd
- ☐ Placement of walls, windows, doors, stairs, porches, columns, posts, cabinetry and any built-in elements
- ☐ Name of room(s) labeled: living room, bathroom, etc.
- ☐ Size and spacing of floor joists and rafters/trusses including their orientation (direction of span)
- ☐ Installation of equipment/building systems (electrical, plumbing, heating and air conditioning systems) must be indicated on the drawings

WALL SECTIONS

ALL DISTRICTS



These are general guidelines only. Please review Zoning & Building Codes applicable to your project.

WALL SECTIONS

CONTINUED

BUILDING THERMAL ENVELOPE = insulation R-values for the shell of the building

To propose a lesser R-value as prescribed by the current International Energy Conservation Code, you must provide a res check calculation worksheet.

Example: Exterior Walls Prescribed R-19 = 2" by 6" stud walls

Alternate R-13 = 2" by 4" stud walls ± res check

WALL SECTION(S) should show the following:

- ☐ Name and address of project on each page
- ☐ Scale of drawing (3/4"=1'=0")
- ☐ Date indicating when drawing was prepared
- ☐ Name of person responsible for preparing document

ROOF SYSTEM

- ☐ Roofing: Indicate material, weight and/or spacing
- ☐ Roll roofing or roof felt: Indicate weight
- ☐ Sheathing: Indicate material and thickness
- ☐ Structural elements: rafters, trusses and/or ceiling joists with material, size and spacing, type of lumber indicated
- ☐ Insulation type and R-value rating
- ☐ Interior finish material and thickness
- ☐ Gutter location and material
- ☐ Soffit material and type
- ☐ Location of downspout discharge
- ☐ Pre-engineered truss system must have design data

WALL SYSTEM (above ground)

- ☐ Exterior finish material and thickness
- ☐ Exterior wall wrap, indicate material
- ☐ Sheathing material and thickness
- ☐ Structural element: Indicate material, size, spacing
- ☐ Insulation type and R-value rating
- ☐ Interior finish material and thickness

FLOOR SYSTEM(S)

- ☐ Sub-floor material and thickness
- ☐ Underlayment material and size indicated if required by floor finish selected
- ☐ Joists: Indicate material, size, spacing
- ☐ Insulation and R-value rating indicated at the rim joist
- ☐ Pre-engineered joist systems must have design data

FOUNDATION SYSTEM

- ☐ Footing drainage system: Indicate material and size
- ☐ Footing: Indicate material and size (i.e., concrete 3,000 psi)
- ☐ Foundation wall: Indicate material and size
- ☐ Anchor bolts: Indicate size and spacing
- ☐ Sill plate: Indicate material and size
- ☐ Basement and/or crawl space slab: Indicate material, size and thickness
- ☐ Vapor barrier below slabs: Indicate material
- ☐ Compacted fill below slabs: Indicate material and thickness
- ☐ Insulation and R-value rating: Description of product



DEVELOPMENT PROCEDURAL PROCESS

COMMERCIAL DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I

PRELIMINARY PLANS:

- ❑ **Pre-application meeting with the Building Commissioner.** Please contact the Building Department to schedule an appointment.
- ❑ **NOTE: Written public notice** of all new and redevelopment projects within the City is **required** to be delivered by the City to all adjacent property owners within 250 feet **ten days prior to your Preliminary Plan Review**. Information will be displayed on the City Community Cable channel. The Building Department must have your information five business days before the required 10-day notice. Please figure this in to your timetable.
- ❑ **Work Session** - An informal review of the conceptual plan either by the Planning Commission or the Architectural Board of Review for rendering comments before the plan is advanced. Please plan to make your project submission by noon, the Monday before your desired meeting date.
- ❑ **Preliminary Plan Approval** - Please plan to make your project submission at least four weeks before your desired meeting date with the Architectural Board of Review or Planning Commission.
 - ❑ Submit four sets of site, construction, landscape, and sign plans to the Building Department, along with the completed application for the Planning Commission, and make the required deposit or fee payment.
 - ❑ After the plan reviews, you will be notified if your preliminary plans are approved or if revisions are required.
 1. If your plans require revisions, you will be advised to pick up your plans, revise them and resubmit them to the Building Department, where the review process will be restarted.
 2. If your plans do not meet the Zoning Code, you will have the option to revise your plans to meet the Zoning Code, present the non-compliant project to the Planning Commission, or appeal to the Board of Building and Zoning Appeals (BZA).
- ❑ **If your plans are approved**, you will be advised to pick up one set of stamped, approved plans. Please duplicate and return the original and 7 copies to the Building Department by 3 pm on the Friday before your scheduled meeting date.
 1. The Building Department will notify you of your meeting date. **A project representative must be present at the meeting.**
 2. Remember to bring your required photographs/color renderings and appropriate building material samples.
 - a. Building Materials - Examples of shingles, siding, trim color, window style, brick or stone, etc.
 - b. Ten photographs or color renderings of the proposed structure, signs, and landscaping.
- ❑ **The Planning Commission will take one of the following actions:**
 1. Approve the preliminary plans either as submitted, or with additional comments;
 2. Disapprove the application, or
 3. Postpone the application for non-representation or engineering, landscape, or sign issues.

City of Willoughby Hills
Building Department 1107

SITE PLAN REQUIREMENTS

COMMERCIAL DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I



The preliminary plan provides an overview of the development, which will be reviewed by Building Department, City Engineer and the Planning Commission. The preliminary plan affords all parties the opportunity to identify potential site problems before significant time and expense is incurred by the applicant.

The preliminary plan must include a minimum of the following:

- Name of the development and an indication that it is a preliminary plan on each page
- Name and address of the developer and property owner on each page
- North arrow
- Scale: 1" = 20'
- Date
- Number of sheets
- Location and acreage of land-use within the development
- Topographic map at 2' intervals (existing and proposed)
- Location, name and dimensions of adjacent buildings (existing and proposed)
- Buildings on site, easements, streets and means of storm water management and drainage
- Preliminary provisions for utilities including:
 - Sizing and location of existing facilities, if applicable
 - Proposed location and connections of new utilities
- Proposed parking layout with entrances, exits circulation traffic patterns and existing drives in the vicinity (including across the street)
- Preliminary building elevations
- Location of jurisdictional wetlands
- Documentation of the Lake County Soil and Water Conservation District for site development

FINAL SITE DEVELOPMENT PLANS:

The plan indicates the **exact layout**, design, signs, landscaping of the development, Stormwater Management Report, 1' contours, spot elevations, within 50' of property, plus exterior buildings off site. The plan must be in compliance with the previously-approved Preliminary plan, and conform to the stipulations and/or the conditions placed on the Preliminary plan by the Planning Commission.

The City will require a Final as-built Site Plan once the project is completed and final grading with required landscaping has been performed.

These are general guidelines only. Please review Zoning & Building Codes applicable to your project.



COMMERCIAL PROCEDURAL PROCESS

DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I

CONTINUED

FINAL PLANS:

- ❑ **Final Plan Approval - Please make your project submission at least four weeks before your desired meeting date with the Architectural Board of Review and/or Planning Commission.**
 - ❑ Submit four sets of site, construction, landscaping, and sign plans to the Building Department along with the completed application for the final plan approval, and make the required deposit or fee payment. Complete building construction documents are also required for ARB final approval.
 1. After the plan reviews, you will be notified if your plans are approved or if revisions are required.
 2. If your plans require revisions, you will be advised to pick up your plans, revise them and resubmit them to the Building Department, where the review process will be restarted.
- ❑ **If your plans are approved, you will be advised to pick up one set of stamped, approved plans, duplicate them and return 8 copies to the Building Department.**
 1. The Building Department will notify you of your meeting date. **A project representative must be present at the meeting.**
 2. Remember to bring your required photographs/color renderings and appropriate building material samples.
 - a. Building Materials - Examples of shingles, siding, trim color, window style, brick or stone, etc.
 - b. Ten photographs or color renderings of the proposed structure, landscaping, and signs.
- ❑ **The Architectural Board of Review will take one of the following actions:**
 1. Approve application either as submitted, or with additional comments;
 2. Disapprove the application, or
 3. Postpone the application for non-representation, or architectural or sign issues, such as:
 - Aesthetics
 - Conflicting information depicted in documents
 - Lack of uniformity or appearance between existing and new structures in the case of addition/renovation projects (either new addition, matching existing structure or existing structure, matching new addition)
- ❑ **The Planning Commission will take one of the following actions:**
 1. Approve application either as submitted, or with additional comments;
 2. Disapprove the application, or
 3. Postpone the application for non-representation, or engineering or landscape issues.
- ❑ If the Architectural Board of Review or Planning Commission postpones the application, make the requested revisions and resubmit the plans to the Building Department.
- ❑ If your project is approved by both Boards, you are eligible to apply for a Zoning Certificate. The Building Department hours are Monday-Friday from 8:30 am to 4:30 pm.

City of Willoughby Hills
Building Department 1107

COMMERCIAL DISTRICTS

DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I



FINAL PLANS:

Final submittal of the Site Plan shall include the following information:

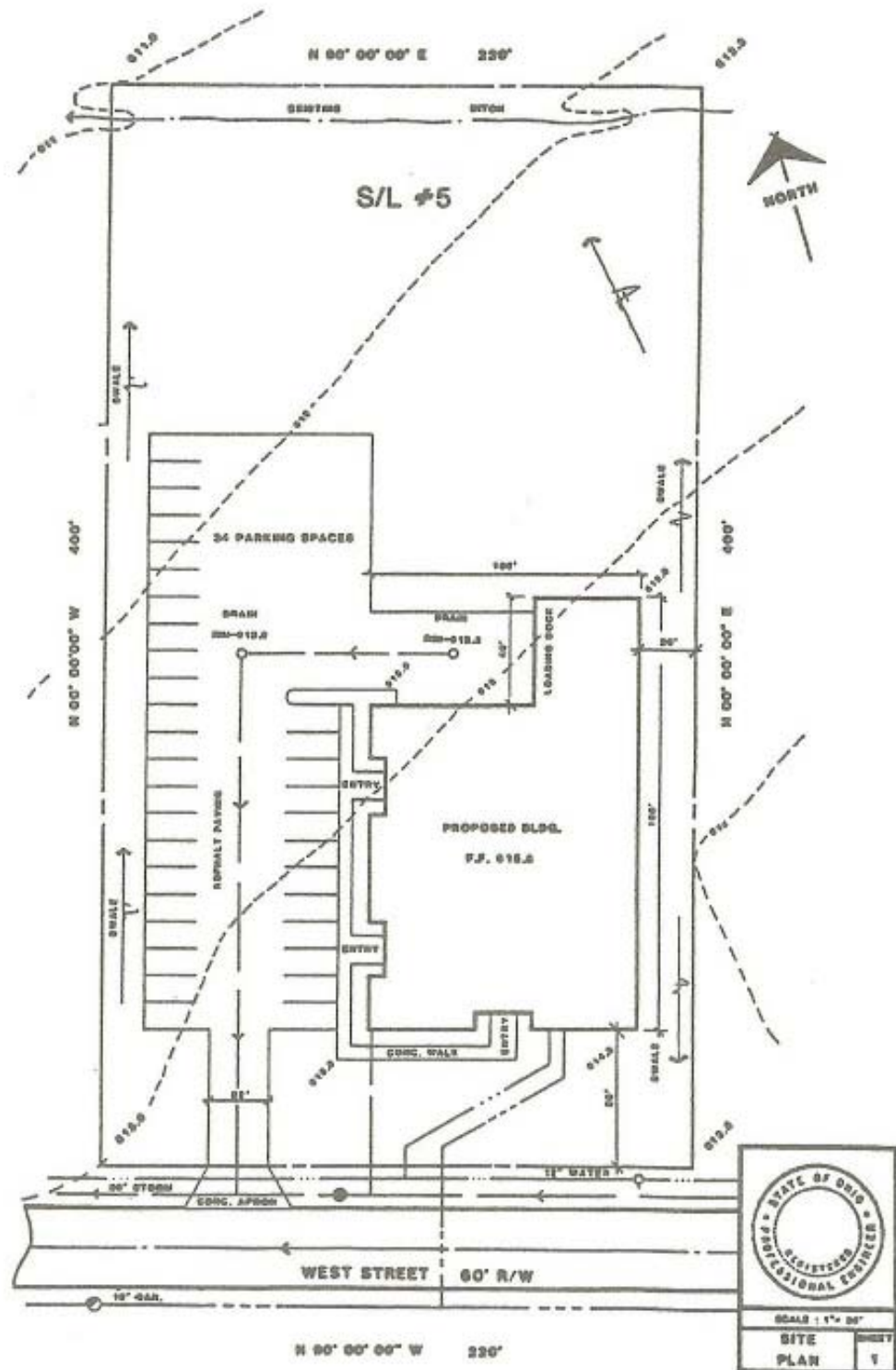
- Owner's name, address and phone on each page and all copies
- Architect information: name, address and phone on all pages
- Date
- Number of sheets
- A boundary survey
- Scale: 1" = 50' minimum
- Location, width and size of all rights-of-way and easements (either public or private maintained)
- Location of adjacent property curb cuts within 50' of the site on both sides of the street
- Ownership, use and zoning of adjacent property
- Minimum building set back lines
- Multi-family projects shall include: number, size and type of units
- Size, location and type of vehicular ingress and egress
- Location of all parking spaces and bays, loading spaces and walkways
- Number of parking spaces required and provided, with accommodations for Accessibility parking that is within the minimum requirements governed by the Federal Laws of the American with Disabilities Act Accessibility Guidelines **(ADAAG)**
- Provide plan for exterior lighting
- Types of surface in parking and walk areas, including curbs
- Existing and finished grade by 2' intervals
- Flood plain and wetland delineation, if applicable
- Erosion control methods during construction and permanent control practices, Stormwater Pollution Prevention Plan
- Building elevations indication architectural style, building materials, roof mounted HVAC units and other fixed mechanical equipment
- Color rendering of the building and building material samples
- Drainage provisions for the site including:
 - Calculation of existing and proposed storm water runoff
 - Location size, type and grade of ditches catch basins, inlets, pipes, swales, and other drainage structures
 - Approval from the City Engineers, or Lake County Sanitary Engineers offices indicating adequate sewer capacity to serve the project along with the location of existing and proposed sanitary service
 - Location of proposed water facilities (i.e. mains, valves, hydrants, etc.), accompanied by a letter provided from Lake County Water Department indicating adequate supply of water available to serve the project
 - Building data including: number of floors, height, general uses and square footage of floor area
 - Traffic impact study (if required by the City Engineer)
 - Written response to preliminary approval comments
 - Landscape plan/tree management plan
 - Electrical service plan (i.e. underground versus overhead service), accompanied by an exterior lighting plan
 - Locations of refuse removal pad(s) and design of required enclosures
 - Indicate location of all utility services
 - A final as-built site plan is required.



COMMERCIAL

DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I

SITE PLAN



COMMERCIAL

City of Willoughby Hills
Building Department 1107

DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I

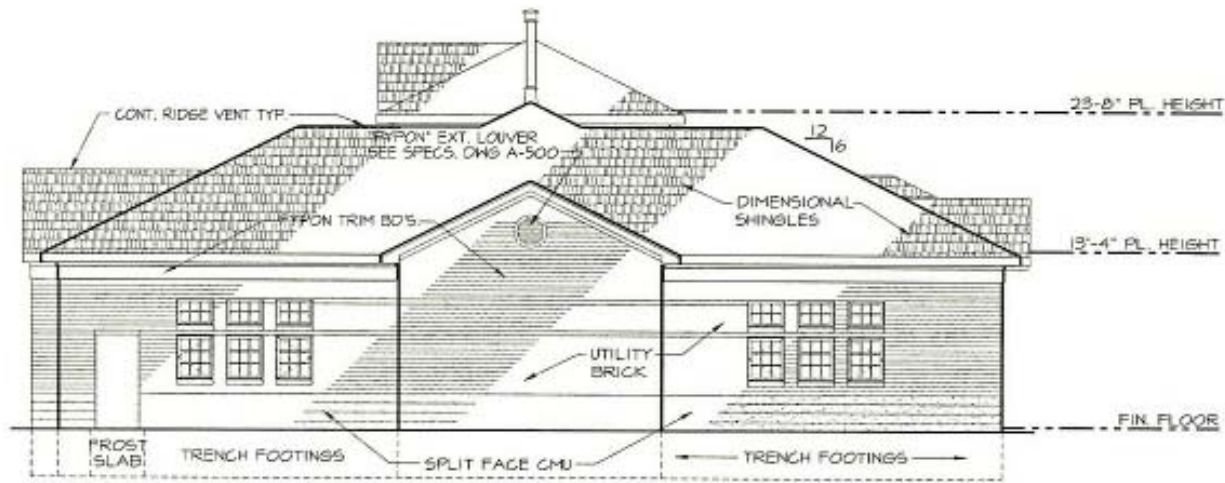


15



ELEVATIONS

COMMERCIAL DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I



Left Elevation

DRAWING REQUIREMENTS

EXTERIOR BUILDING ELEVATION(S) to show the following information

- ☐ Name and address of project on each page and all copies
- ☐ Scale of drawing (1/4"=1'-0") minimum
- ☐ Date indicating when drawing was prepared
- ☐ Registered Design Professional
- ☐ Show all views of exterior of proposed building and/or addition in two dimensional form, indicating north, east, south and west views (indicating all views affected by any proposed addition or renovation project)
- ☐ Indicate the type of finish materials visible on each elevation
- ☐ Indicate roof slopes of all roofs
- ☐ Indicate and label all window type(s) with designation
- ☐ Indicate window head heights either in note form or with a dimension on the elevations
- ☐ Indicate with a dimension all roof overhangs at eave (gutter) and rake (gable end) that differ from those indicated in the wall section(s)
- ☐ Show footing depths below the finished grade
- ☐ Ridge vents should extend the full length of the ridge

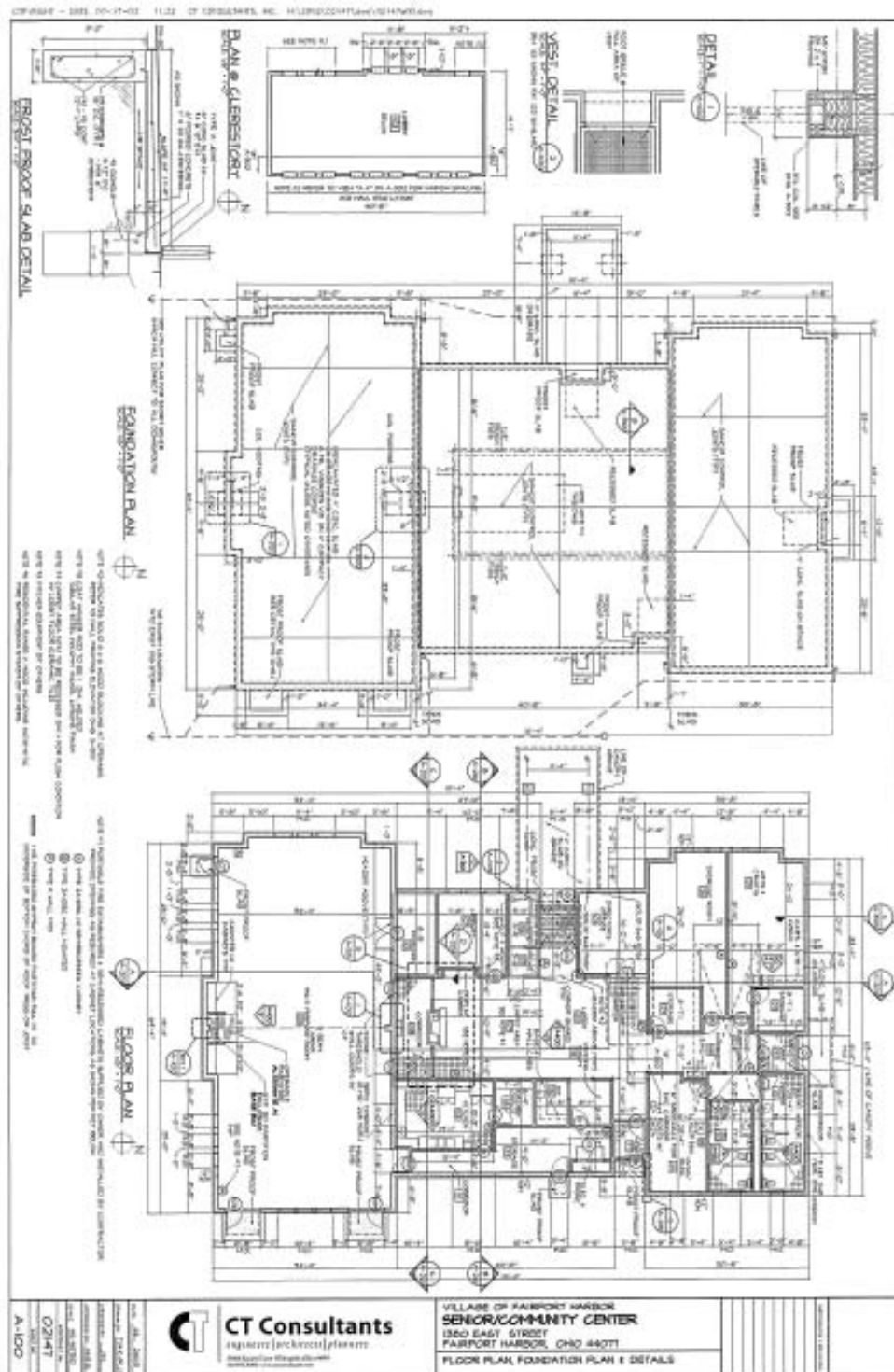
Note: The City of Willoughby Hills requires that brick or stone be used on all exposed foundation wall surfaces above grade (entire perimeter of building). Exceptions to this would include renovation/addition projects which abut existing concrete masonry units or other type of finish material. In this case, the new material should match the existing material for a more uniform appearance of the whole building when the project is completed.

These are general guidelines only. Please review Zoning & Building Codes applicable to your project.

City of Willoughby Hills
Building Department 1107

FLOOR PLANS

COMMERCIAL DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I



COMMERCIAL

City of Willoughby Hills
Building Department 1107



FLOOR PLANS

COMMERCIAL DISTRICTS: R-2, SCRD, M, M-1, B-1, B-2, B-3, E, I

DRAWING REQUIREMENTS

Floor Plan(s) to show the following information as a minimum

- ☐ Name and address of project on each page
- ☐ Scale of drawing (1/4"=1'-0") minimum
- ☐ Date indicating when drawing was prepared
- ☐ Registered Design Professional
- ☐ North arrow
- ☐ General layout of the plan(s): Foundation, 1st, 2nd and/or 3rd
- ☐ Placement of walls, windows, doors, stairs, porches, columns, posts, cabinetry and any built-in elements
- ☐ Name of room(s) labeled: office, lab, exam room, etc.
- ☐ Size and spacing of floor joists and rafters/trusses including their orientation (direction of span)
- ☐ Installation of equipment/building systems (electrical, plumbing, heating and air conditioning systems) must be indicated on the drawings

NOTES:

These are general guidelines only. Please review Zoning & Building Codes applicable to your project.

City of Willoughby Hills
Building Department 1107

PROCEDURE FOR MAJOR/MINOR SUBDIVISIONS

SKETCH PLAT



A meeting with the Zoning Administrator is required to determine the course of action for your special project. The information given below refers to the City's Planning & Zoning Code, Chapter 1123.02.

The design of the minor subdivision must properly integrate with the adjoining development, community safety, street extension, etc. The Planning & Zoning Commission may conduct a work session to review and render comments before the plan is advanced and before a Sketch Plat Plan is prepared. No action, however, will be taken at such a meeting and no discussions, opinions, suggestions or recommendations of the Planning and Zoning Commission during said meeting will guarantee approval or disapproval of the plan.

GUIDELINES TO SUBMIT A PLAN

1. A Sketch Plat is submitted to the Building Department for review. Complete application and pay fees. Thirteen plats are required with the following maps and data:
 - A. **LOCATION:** A drawing or print of a City map, or a part thereof, showing the location of the proposed subdivision
 - B. **PROPERTY:** A drawing or print showing scale and dimensions of parcel to be subdivided and all contiguous land of same ownership, including locations of existing structures, within fifty feet of the boundaries.
 - C. **TOPOGRAPHY:** Information on the topography and drainage of the proposed subdivision within fifty feet thereof
 - D. **UTILITIES:** Information on the accessibility of required utilities
 - E. **NAMES OF THE OWNER** and of adjoining property owners, including designations of the parcel according to official records
2. The Sketch Plat shall be clearly drawn on reproducible media at a scale of not less than fifty feet to the inch showing the proposed layout and dimensions of each lot.
3. Two (2) plats are sent to the City Engineer, one (1) plat to each Planning Commission member and one (1) plat to each appropriate Administrative Department (Service, Fire, Police). When all reviews are completed, you will be apprised by the Building Department as to the date to appear before the Planning & Zoning Commission.

PLANNING AND ZONING COMMISSION REVIEW

1. A Sketch Plat is approved by the Planning and Zoning Commission, a notation to that effect shall be made on the sketch plat by the Chairman of the Planning and Zoning Commission, the Zoning Administrator and the City Engineer; and the developer shall be informed if a metes-and-bounds deed description or a plat will be required.
2. If not approved, the Planning and Zoning Commission shall outline the revision need to gain approval. Applicant revises the sketch plat for review by the appropriate City Department. When review is completed, applicant will be scheduled to appear at the next Planning and Zoning Commission meeting.

FINAL PLATS OR DEEDS

After Planning has approved the sketch plat final plats or deeds are submitted to the Building Department for review. Four (4) sets are required, which are then sent to the City Engineer for plat and deed review.

1. Building Department will notify applicant when all plats and deeds are approved and signatures have been acquired.
2. Owner/Developer records plats or deeds.



LOT SPLITS/CONSOLIDATION

Plats of existing, proposed and residual lots are submitted to the Building Department for review, with copies of legal descriptions for proposed new lots and residual lots. Four (4) sets of drawings and legal documents are required, along with an application and review deposit fee.

SITE PLAN REQUIREMENTS

- ☐ Property lines with all bearings and distances called out and noted as recorded, calculated or measured.
- ☐ Property line curve data called out or in schedule. Include radius, curve length, chord bearing and distance.
- ☐ Monuments described as to material, size, position, and condition and noted as found or set
- ☐ Road names and limits of right-of-way
- ☐ Existing structures to scale, distance to property line
- ☐ Bar scale
- ☐ Surveyor's certification, seal and signature
- ☐ Copyright
- ☐ Elevations
- ☐ North arrow with basis noted
- ☐ Adjacent property owner's names, location of all structures, deed book volume and page
- ☐ Partial areas in acres
- ☐ Total area in acres
- ☐ Legend
- ☐ Title block
- ☐ Call-out line cited in deed description and/or point of beginning
- ☐ Tie reference to road intersection, military survey line, section line, etc.
- ☐ Description of occupation along every boundary or occupation line
- ☐ Easements
- ☐ List of pertinent documents and sources of data used
- ☐ Aerial of GPS including surrounding area

SAMPLE TIMELINE

- Work Session - Schedule a work session with the Planning Commission to discuss proposal
(Review by Building Dept., City Engineer and Planning Commission)
 - Final Site Plans (Review by Building Dept., City Engineer, Planning Commission)

MEETINGS WITH PLANNING COMMISSION

For each meeting with the Planning Commission, please have available 10 copies of the Site Plan and 5 copies of an aerial photograph.

**These are general guidelines only. Please review
Zoning & Building Codes applicable to your project.**

CONTACTS AND INFO

Important Contacts:

City of Willoughby Hills (440) 946-1234
Building & Zoning Department (440) 975-3550
Fax (440) 918-8749
E-m: building@willoughbyhills-oh.gov

Website: www.willoughbyhills-oh.gov/building_page1.htm

Important Facts:

Building Department Hours of Operation:
Monday through Friday, 8:00 am to 4:00 pm

The Planning Commission and Architectural Board of Review meet on the 1st and 3rd Thursdays of each month at 7:00 pm. (Holidays excluded.)

The Board of Building and Zoning Appeals meets on the 2nd Tuesday of each month at 8:00 pm or when scheduled. (Holidays excluded.)

Note: Procedures for appeals to the Board of Building and Zoning Appeals are available from the Building Department upon request.

BOARD OF ZONING APPEAL

ZONING NON-COMPLIANCE - BZA

If the review of the site plan determines non-compliance with Zoning or local Building Code, the Building Inspector and the Law Director will determine the next course of action to be pursued by the Applicant.

The primary focus is to determine which governing Board should be petitioned to address the proposal, BZA or PC/ABR.

When the Building Inspector or the City Engineer denies the request for a permit for zoning non-compliance, the Applicant is informed of the options to amend the plans or to pursue a zoning variance by appeal. To initiate an appeal, an application is submitted with a fee of \$100. All paperwork and fees shall be submitted three to four weeks prior to the scheduled meeting date. Ten complete sets of plans are to be required for submission to the Building Dept. Plans and original application are forwarded to BZA Clerk for distribution.

If plans are to be amended, two sets of revised plans should be submitted to the BZA.